

**TRAINING PROGRAM OF INSTRUCTION (TPI)**  
**FOR**  
**DINFOS BCC**  
**BASIC COMBAT CORRESPONDENT COURSE**



Approved by:

A handwritten signature in black ink, appearing to read "William M.G. Manley".

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**Supersedes Training Program of Instruction dated 03 April 2008**



# **BASIC COMBAT CORRESPONDENT (BCC)**

## **TRAINING PROGRAM OF INSTRUCTION**

### **TABLE OF CONTENTS**

<b>PURPOSE:</b> .....	<b>3</b>
<b>FUNCTIONAL AREA 1</b> THE BROADCAST ROLE IN PUBLIC AFFAIRS .....	<b>6</b>
<b>FUNCTIONAL AREA 2</b> BROADCAST WRITING.....	<b>8</b>
<b>FUNCTIONAL AREA 3</b> BROADCAST ANNOUNCING .....	<b>9</b>
<b>FUNCTIONAL AREA 4</b> VIDEO FUNDAMENTALS AND NEWS PRODUCTION .....	<b>10</b>
<b>FUNCTIONAL AREA 5</b> DOCUMENTATION AND SPOT PRODUCTION .....	<b>11</b>
<b>FUNCTIONAL AREA 6</b> FIELD TRAINING EXERCISE AND PUBLIC AFFAIRS PRACTICUM.....	<b>13</b>
<b>FUNCTIONAL AREA 7</b> RADIO BROADCAST SKILLS .....	<b>14</b>
<b>FUNCTIONAL AREA 8</b> COURSE ADMINISTRATION.....	<b>15</b>
<b>REFERENCES</b> .....	<b>16</b>

## **TRAINING PROGRAM OF INSTRUCTION PREFACE**

**TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN):** DINFOS-BCC

**TITLE:** Basic Combat Correspondent Course

**TRAINING LOCATION:** Defense Information School, Fort George G. Meade, Maryland

**SPECIALTY AWARDED:**

USN NEC	MC-9502
USMC MOS	4313
USAF AFSC	3N032

**PURPOSE:** To provide entry-level specialty training for video documentation and broadcast communicators to support public affairs, combat camera, and broadcast journalism missions throughout the Armed Forces.

**COURSE DESCRIPTION:** The graduate is prepared to perform skills in video documentation and broadcast journalism. The successful student can interact with command, community and media to prepare, report, and release information in accordance with applicable directives. This apprentice communicator has learned and performed all functions of electronic newsgathering (ENG) and electronic field production (EFP) for video production and documentation to include combat camera operations. Additionally, this trained apprentice has learned and performed the function and formats of writing and announcing protocols for broadcast radio and television production. This apprentice is prepared to work individually or as a member of a team.

**TARGET POPULATION/PREREQUISITES:** Are mandated by each of the Armed Forces. Waiver requests must come through the requesting Service's career field manager to the Commandant, DINFOS. For voice analysis instructions and to obtain scripts or additional information please call 1-301-677-3188, or go to <http://www.dinfos.dma.mil/Dinfosweb/Students/bomd.aspx>.

**US Air Force:** E1 – E7. The DINFOS staff and faculty will determine acceptable trainable voice quality on the basis of a recorded audition. Auditions must be provided to DINFOS and approval received by unit prior to making reservations in ATRRS. Student must have a minimum general AQE score of 72.

**US Marine Corps:** E1 – E5. Graduate of DINFOS-BPASC or DINFOS-BPAS-W. No voice analysis required. Minimum GT score of 110.

**US Navy:** E1 - E6. Graduate of DINFOS-BPASC, DINFOS-BPAS-W or DINFOS-BMCSC-USN. **Voice analysis required.** The DINFOS staff and faculty will determine acceptable trainable voice quality on the basis of a recorded audition. Auditions must be provided to DINFOS and approval received by unit prior to making reservations in ATRRS. Minimum VE/AR score of 110.

**US Army:** US Army candidates attend DINFOS-BCC-60 course.

**Interagency:** Grade, duty position description and selection in accordance with specific agency guidance, policy and procedures. The DINFOS staff and faculty will determine acceptable and trainable voice quality on the basis of a recorded audition. Voice analysis must be provided to DINFOS and approved prior to candidate's reservation for training.

**International:** International students attending this course must have an English Comprehension Level (ECL) of 80. Mandatory voice audition tape, from a script provided by the DINFOS, must be submitted. Approval is a prerequisite to screen candidate with non-trainable voice deficiencies. The DINFOS staff and faculty will determine acceptable voice quality on the basis of a recorded audition. Voice audition must be provided to DINFOS and approved prior to candidate's reservation for training. Suggest the individual be proficient in Microsoft Word, and must be able to type 20 words per minute.

**SECURITY CLEARANCE:** None required.

**CLASS SIZE:**

MAXIMUM	11
MINIMUM	6
ANNUAL COURSE CAP	161

**COURSE LENGTH:**

**75 Training Days**

ADMINISTRATIVE HOURS:	22 Hrs
ACADEMIC/CLASSROOM HOURS:	584 Hrs
ADVANCED DISTRIBUTED LEARNING	36 Hrs
TOTAL COURSE HOURS:	642 Hrs**

**\*\*Total course hours reflect hours for ADL modules completed as homework; these hours do not add to the length of the course.**

**\*\*FA 6 Training is held over the course of two twelve hour days.**

**INSTRUCTOR CONTACT HOURS:** 1378 Hrs

**TRAINING START DATE:** 27 October 2010

**ENVIRONMENTAL IMPACT:** None. DoD policy was followed to assess the environmental impact.

**MANPOWER:** The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

**EQUIPMENT AND FACILITIES:** The Course Design Resource Estimate (CDRE) contains this information.

**TRAINING DEVELOPMENT PROPONENT:** Defense Information School, Directorate of Training, (DINFOS/DOT): 301-677-4420

**FUNCTIONAL AREA 1**  
**THE BROADCAST ROLE IN PUBLIC AFFAIRS**

**TPFN: DINFOS-BCC-001**

**TERMINAL TRAINING OUTCOME:** At the completion of this functional area, the student is prepared to augment a public affairs section as an apprentice (supervised). The student can: interact with command, community and media representatives; prepare and release information to report news and Command Information. In addition, students research, manage, and review content with an informed ability to abide with constraints of communications law, ethics, DoD and other directives as appropriate. Students participate in instructor led discussions and reviews of all materials. These are affective knowledge-based tasks that are essential to latter skill building exercise. The values and attitudes sown here are nurtured throughout the course and are necessary to building the successful student. Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

**UNIT TASK**

- 001- Fundamentals of Public Affairs
  - 001 Identify audience types and use of information products
  - 002 Describe military public affairs programs
  - 003 Identify ethical standards in military public affairs
  - 004 Explain public's right to know vs. need to know
- 002- Community Relations
  - 001 Define military community relations (outreach) programs
- 003- PA Support of Worldwide Missions
  - 001 Explain parts and uses of a PA Annex in an operations order
  - 002 Identify factors affecting military PA operations overseas.
  - 003 Explain difference between installation and contingency operations (Public Affairs & Visual Information)
  - 004 Describe PA programs in Joint Operations
- 004- Information Management
  - 001 Identify methods of classifying, safeguarding, releasing, storing, and distributing classified media
  - 002 Identify laws and regulations applicable to public affairs and visual information operations (copyright, manipulation, sensitivities, ethics, and privacy)
  - 003 Explain situation reports (SITREPs)
  - 004 Explain the military policies on release of information on accidents and incidents
  - 005 Explain the principles of information using SAPP rules

- 005- Command Information and Media Facilitation
  - 001 Identify uses of Command Information
  - 002 Discuss requirements of DOD directive 5120.20R
  - 003 Identify PA and broadcast uses of the web
  - 004 Identify broadcast roles in crisis situations
  
- 006- Student Orientation and Progress Measurements (Classroom Hours)
  - 001 PAD intro/overview
  - 002 PAD Review 1
  - 003 PAD Exam 1 and Critique
  - 004 PAD Review 2
  - 005 PAD Exam 2 and Critique
  - 006 PAD Review 3
  - 007 PAD Exam 3 and Critique

**TPFN HOURS AND TYPES:**

15- Lecture	(L) (1:28)
3- Written exam	(EW) (1:28)
36- Advanced Distributed Learning	(ADL)

**TPFN TOTAL HOURS: 54**

*\*ADL hours do not add to total number of training days\**

**FUNCTIONAL AREA 2**  
**BROADCAST WRITING**

**TPFN: DINFOS-BCC-002**

**TERMINAL TRAINING OUTCOME:** The student is prepared to write broadcast news, and spot information pieces. The student has learned the function and format of writing for radio and television broadcast production. The student is prepared to perform as a broadcast specialist in support of the military public affairs missions worldwide as an apprentice (supervised). Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

**UNIT TASK**

- 001- Fundamentals of Broadcast Writing
  - 001 Write a news story (global and local)
  - 002 Write selling and information spots
  - 003 Describe aspects of newsgathering and newscasting

**TPFN HOURS AND TYPES:**

11-Lecture	(L) (1:14)
5- Performance Exercise	(PE) (1:14)
34-Performance Exam	(EP) (1:14)

**TOTAL TPFN HOURS: 50**



### **FUNCTIONAL AREA 3**

#### **BROADCAST ANNOUNCING**

**TPFN: DINFOS-BCC-003**

**TERMINAL TRAINING OUTCOME:** The student has performed and is prepared to announce broadcast news, and spot information pieces. The student has learned voice dynamics and developed broadcast voice delivery skills for radio and video production. The student is prepared to perform as a video documentation and broadcast specialist in support of military public affairs missions worldwide as an apprentice (supervised). Students must achieve a minimum grade of 70 percent and score at least a six in each individual skill-set on the eight graded exercises at least four times to meet assignment standards.

#### **UNIT TASK**

- 001- Introduction to Broadcast Announcing
  - 001 Demonstrate principles of broadcast announcing
- 002- Mechanics of Broadcast Announcing I
  - 001 Prepare broadcast copy
- 003- Mechanics of Broadcast Announcing II
  - 001 Prepare local radio newscast production

#### **TPFN HOURS AND TYPES:**

- |                          |            |
|--------------------------|------------|
| 6-Lecture                | (L) (1:28) |
| 16- Performance exercise | (PE) (1:6) |
| 44- Performance exam     | (EP) (1:6) |

**TOTAL TPFN HOURS: 66**

## FUNCTIONAL AREA 4

### VIDEO FUNDAMENTALS AND NEWS PRODUCTION

**TPFN: DINFOS-BCC-004**

**TERMINAL TRAINING OUTCOME:** The student has practiced and is prepared to employ basic editing and lighting skills. The student can perform captioning and establish accountability of video products (supervised). Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

#### **UNIT TASK**

- 001- Intro to Camera and Tripod
  - 001 Demonstrate use of camera functions
  - 002 Demonstrate use of tripods, stabilization techniques, and compound camera movements
  - 003 Perform basic operator maintenance procedures
- 002- Video Techniques
  - 01 Demonstrate video fundamental techniques
- 003- Lighting
  - 001 Demonstrate use of lighting control methods (scrims, screens, barn doors, neutral density)
  - 002 Demonstrate one, two, and three-point lighting techniques
  - 003 Demonstrate color correction techniques (gels, dichroic filters)
  - 004 Demonstrate use of portable lighting (sunguns, reflectors)
  - 005 Demonstrate lighting safety (gloves, c-clamps, extension cords)
- 004- Editing Fundamentals
  - 001 Demonstrate basic editing fundamentals
  - 002 Create lower third graphics using title/text tool
- 005- News Elements
  - 001 Write, shoot, narrate, and edit news elements
- 006- News Feature Storytelling
  - 001 Demonstrate the concept of storytelling to include writing to video
  - 002 Demonstrate the use of nat sound and working interviews

#### **TPFN HOURS AND TYPES:**

- |                          |            |
|--------------------------|------------|
| 21- Lecture              | (L) (1:14) |
| 24- Demonstration        | (D) (1:4)  |
| 61- Performance exercise | (PE) (1:4) |
| 54- Performance exam     | (EP) (1:4) |

**TPFN TOTAL HOURS: 160**

**FUNCTIONAL AREA 5**  
**DOCUMENTATION AND SPOT PRODUCTION**

**TPFN: DINFOS-BCC-005**

**TERMINAL TRAINING OUTCOME:** The student has practiced and is prepared to use the non-linear editor and the camera to perform as a videographer or broadcaster. The student can perform the art of electronic journalism using state of the art video recording and editing equipment and procedures to produce news, documentary, features, and spot information reports for television and internal information dissemination. Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

**UNIT TASK**

- 001- Studio Operations
  - 001 Identify and discuss studio operational functions: equipment, set up, controls, movements, etc.
  - 002 Demonstrate use of teleprompter
  - 003 Demonstrate use of video switcher
  - 004 Identify and explain roles and responsibilities of studio production members
  - 005 Perform as news anchor
- 002- Graphics
  - 001 Apply special effects in editing process
  - 002 Create raster graphics
  - 003 Create a simple vector graphic animation
- 003- Documentation Techniques
  - 001 Prepare, shoot, caption and edit video documentation
- 004- Spot Production
  - 001 Write, storyboard, shoot, narrate, and edit spots
- 005- DVD Compression and Authoring
  - 001 Demonstrate video compression techniques
  - 002 Demonstrate DVD authoring with menus
- 006- Media Management
  - 001 Apply imagery lifecycle management techniques (accessioning)
  - 002 Demonstrate video input, logging, and batch recording procedures
  - 003 Demonstrate proper media management

**TPFN HOURS AND TYPES:**

19- Lecture	(L) (1:14)
16- Demonstration	(D) (1:4)
49- Performance exercise	(PE) (1:4)
62- Performance exam	(EP) (1:4)

**TPFN TOTAL HOURS: 146**

## **FUNCTIONAL AREA 6**

### **FIELD TRAINING EXERCISE AND PUBLIC AFFAIRS PRACTICUM**

**TPFN: DINFOS-BCC-006**

**TERMINAL TRAINING OUTCOME:** The student has practiced and is prepared to use the non-linear editor and the camera to perform as a videographer or broadcaster in a field environment. The student can perform the art of electronic journalism using state-of-the-art video recording and editing equipment and procedures to produce news stories for radio and television, internal information dissemination and satellite transmission. The student can perform basic public affairs functions to include escorting media, responding to media query and respond to an on-camera interview. Students must achieve a minimum grade of 70 percent in order to meet assignment standards. *Training is held over the course of two twelve hour days.*

#### **UNIT TASK**

- 001- Field Broadcast Operations
  - 001 Respond to media query
  - 002 Escort media
  - 003 Respond to on-camera interview
  - 004 Perform PA and broadcast operations during FTX
  - 005 Transmit video over satellite (DVIDS)
  - 006 Conduct an after action review

#### **TPFN HOURS AND TYPES:**

- 6- Demonstration (D) (1:4)
- 18- Performance exam (EP) (1:4)

**TOTAL TPFN HOURS: 24**

**FUNCTIONAL AREA 7**  
**RADIO BROADCAST SKILLS**

**TPFN: DINFOS-BCC-007**

**TERMINAL TRAINING OUTCOME:** At the completion of this functional area, the student is able to deliver various radio shows and has examined the principles of recording and editing. The student has refined his/her news and spot information writing and voice delivery skills. Additionally, students have completed studio projects using state-of-the-art broadcast equipment. Students must achieve a minimum grade of 70 percent in order to meet assigned standards.

**UNIT TASK**

- 001- Radio News Production
  - 001 Produce a local radio newscast
  - 002 Produce a local radio news story with natural sound and soundbites
  - 003 Operate an audio console/mixer
  - 004 Demonstrate audio production methods
- 002- Radio Spot Production
  - 001 Write and produce a radio spot
- 003- Radio Music Show Production
  - 001 Identify radio day-parting, music formats and programming elements
  - 002 Produce a local radio show

**TPFN HOURS AND TYPES:**

- |                        |             |
|------------------------|-------------|
| 17- Lecture            | (L) (1:14)  |
| 18- Demonstration      | (D) (1:4)   |
| 84.5- Performance exam | (EP) (1:4)  |
| 0.5- Written Exam      | (EW) (1:28) |

**TOTAL TPFN HOURS: 120**

**FUNCTIONAL AREA 8**  
**COURSE ADMINISTRATION**

**TPFN: DINFOS-BCC-008**

**TERMINAL TRAINING OUTCOME: N/A**

**UNIT   TASK**

- 001- Course Opening
  - 001 DOT/staff welcome
  - 002 Academic records in-processing
  - 003 Course orientation
  - 004 Administration of Information Assurance exam
  - 005 Administration of Voice Analysis
  
- 002- Student Feedback (KMO)
  - 001 BWAS section critique
  - 002 Video critique
  - 003 End-of-course critique
  
- 003- Administration
  - 01 BCC Graduation Attendance
  
- 004- Equipment Issue
  - 001 Video equipment issue
  - 002 Video equipment turn-in
  - 003 Radio equipment issue/Orientation
  - 004 Radio equipment cleaning and turn in
  
- 005- Course Closing
  - 001 Out-processing
  - 002 Academic records out-processing
  - 003 Graduation preparation
  - 004 Graduation

**TOTAL TPFN HOURS: 22**

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